Weekly - Petty cash /expense card statement.

Name	D. Siva Shankar	Statement date	09/07/25
Prepared by	D. Siva Shankar	Sign	Sh
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	~~M.P. SVC~~	~~MP SVC~~	3I0 DIGITAL LIFE	10,567	☑Y ☐N	☐Y ☑N
2.	~~MP SVC~~	~~MP SVC~~	Rosa & Co.. Bill no- 4683	780	☐Y ☐N	☐Y ☐N
3.					☐Y ☐N	☐Y ☐N
4.					☐Y ☐N	☐Y ☐N
5.					☐Y ☐N	☐Y ☐N
6.					☐Y ☐N	☐Y ☐N
7.					☐Y ☐N	☐Y ☐N
8.					☐Y ☐N	☐Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.				11317	☐Y ☐N	☐Y ☐N
			Total:	10,387		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipted of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

MPSVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 08/07/25

Paid to JIO DIGITAL LIFE	Rs.	Ps.
towards JIO DIGITAL Bill payment of	10,567	00
AC NO:- 900291228640		
Rupees Ten thousand five Hundred		
Sixty Seven only		
Paid by Cheque / Cash ✓ — Cheque No. — Dated — Drawn on Bank	10.567	00

APPROVED BY
09 JUL 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by — Approved by — Receiver's Signature

MPSVL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 03/07/25

		Rs.	Ps.
Paid to	JIO DIGITAL LIFE		
towards	JIO DIGITAL SIM payment &	10,567	00
	Mobile - 9003122840		
Rupees	Ten thousand five hundred		
	Sixty Seven Only		
Paid by Cash / Cheque	Cheque No. ____ Dated ____ Drawn on Bank ____	10,567	00

APPROVED BY
JUL 2025
G. JAIKUMAR
AGM-HR & Admin

Prepared by   Approved by   Receiver's Signature

Invoices

Transaction confirmation

Your payment was successful 💐

Invoices have been cleared by making the payment via 'UPI' with transaction ID PE0000049VZA.
08 Jul 25 12:32

Invoice details

526500282236	₹10,566.90

Total Amount Paid ₹10,566.90

Summit Sales Llp
5 4 187 3 And 4,Soham Mansion,3RD FLOOR,
Mg Road,
Secunderabad,
Telangana-500003,India

Original for Recipient

Account Number	:	900291228640
GST Bill Number	:	C36E252600053205
Document Number	:	517500277907
Bill Date	:	01-JUN-2025
Invoice Date	:	03-JUN-2025
Due Date	:	03-JUN-2025

Place of Supply: 36 Telangana

Connectivity Services

GST Registration Number: 36ACQFS2044C1Z7
Organisation PAN : ACQFS2044C
PO Number : Not Available
Invoice Reference Number : 282ad0f68269bfcbbf3807c7348578a4edc6e55a953837a76df51d4c29113fdc

Bill from 01-MAY-2025 to 31-MAY-2025

Refer following pages for details of charges

Payment Received (₹)	TDS Deducted / Reversed (₹)	Previous Adjustment (₹)	Previous Balance (₹)	Current Charges (₹)	Total Dues (₹)
-10,566.90	0.00	0.00	0.00	10,566.90	10,566.90

	Amount(₹)
1 Periodic Charges	8,955.00
2 Usage Charges	
Off-Net / Premium / ISD & IR Calling	0.00
SMS	0.00
4G DATA/WiFi	0.00
5G DATA	0.00
VAS	0.00
3 Other Periodic Charges	0.00
4 One Time Charges	0.00
5 Current Month Discount / Credit / Debit	0.00
6 Total Value of Charges	0.00
7 Current Taxable Charges	8,955.00
8 Taxes	
CGST (9%)	805.95
SGST (9%)	805.95
9 Bill Discount including Tax	0.00
10 Security Deposit Charged	0.00
11 Security Deposit Returned	0.00
12 Waivers	0.00
Current Month Charges (7+8+9+10+11+12)	**10,566.90**

Payment Options

JioPay

Register with JioPay and get additional benefits.*

*Details under Important Information JioPay

JioAutoPay

ACH - (Direct Debit)

To set ACH mandate on your bank account get in touch with your Relationship Manager.

Standing Instructions (Credit Card)

Set JioAutoPay on your Credit Card.
To register visit www.jio.com/business/ and scroll down on the home page and click on Register for autopay of invoice by credit card.

JioDigiPay

Selfcare Portal

Pay bills using credit/debit card/netbanking/ e-wallets/UPI on www.jio.com/business/

NEFT/RTGS

You can do NEFT/RTGS payments/transfers by using Virtual A/C Code RJIO900291228640, IFSC Code YESB0CMSNOC

GSTIN: 36AABCI6363G1ZK **PAN:** AABCI6363G

Registered Office: Reliance Jio Infocomm Limited Office-101, Saffron, Nr.Centre Point, Panchwati 5 Rasta, Ambawadi, Ahmedabad-380006, Gujarat, India CIN: U72900GJ2007PLC105869

State Office: Reliance Jio Infocomm Limited
Municipal Number H.No. 40-1-116 and 40-1-117 Survey No. 135/2,K.B.R. Heights, M.G.Road, KBR Towers, 2nd floor, above Reliance Trends, Vijayawada 520010 Andhra Pradesh

Gst Registered Office:
Somaji Guda
4th Floor, 6-3-1090/b Lake Shore Towers, Rajbhavan Road
Pincode: 500082 Hyderabad

Jio DIGITAL LIFE

Terms and Conditions

Tariff & Plans

1. There will be no increase in any tariff item (except ISD) till six months from the date of your enrolment to the plan. Thereafter, Reliance Jio Infocomm Limited ("RJIL") reserves the right to revise the terms & conditions applicable to tariff plans.
2. RJIL reserves the right to vary the penal charge rates periodically, as well as take recourse to any other action available and considered appropriate, subject to Telecom Regulatory Authority of India (TRAI) regulations.
3. Your dynamic credit limit depends on your security deposit, average monthly usage, payment track record and your tenure with us. An interim payment within the bill cycle may be required, if your usage exceeds this limit. However, based on payment history RJIL may allow usage beyond your credit limit.
4. As per TRAI regulations, tariff is charged basis the duration of the call rounded up to + / - 1 second, traceable to an appropriate time reference.
5. For billing, usage will be rounded up to the next higher pulse. For example, if you are on 30 sec/pulse billing plan, a 31sec call will be as 2 pulses. Similarly, if your data plan is billed on 10KB/pulse, usage of 11KB would be billed as 2 pulses.
6. No migration fee is chargeable for changing tariff plan.
7. No charge will be levied for any service without your explicit consent.
8. In case you are on an unlimited data plan, post consumption of your allocated data limit, you will experience a downgrade in speed as per Fair Usage Policy.
9. Data usage beyond plan entitlement (PAYG) is charged at a pulse 10KB, any charges of less than 1p will be forwarded to next data usage session. e.g. Rs 20 Per GB in 10KB pulse is 0.0191p per 10KB. Usage of a data session of 550KB is 10.5050p, the session is changed for 10p while 0.5050p will be added to the charges of next PAYG usage data session.

DND (Do Not Disturb) Service

1. You can opt for Full DND if you do not wish to receive any promotional calls/SMS, To activate Full DND, SMS 'START <0>' to 1909. Full DND will override any other category you may have selected.
2. To allow promotional SMS from selected categories only, SMS 'START <preferred category no.>' to 1909.
   Categories and associated numbers are:
   1-Banking / Insurance / Financial Products / Credit Cards; 2-Real Estate;
   3-Education; 4-Health; 5-Consumer Goods / Automobiles;
   6-Communication / Broadcasting / Entertainment / IT; 7-Tourism & Leisure

Charges

1. Overdue charges bills more than ₹200 : ₹100 or 2% of bill p.m., whichever is higher.
2. Any disagreement on charges levied should be informed within 60 days from the date of bill, failing which all charges will be considered valid.
3. In the event of non-payment, part payment or late payment of the outstanding amount by the due date, RJIL reserves the right to disconnect services as per TRAI regulations.
4. Any unallocated payments shall first be adjusted towards Security Deposit, if applicable.

Complaints & Service Requests

Visit www.jio.com, login with your Jio ID and password; click on "Service Request" option under Profile menu to raise a complaint. To track the status of your existing complaint, use your unique Service Request number.
You can also call 198 (toll-free) from your Jio number or 1800 889 9333 from other networks to register your service request / complaint.
Appellate Authority
In case you are Not Satisfied with the response on a complaint, you can contact the regional appellate authority with your complaint docket number.

Email: appellate.ap@jio.com, Telephone number: 1800-889-3999, Fax: 1800-889-1211
Address: Reliance Jio Infocomm Limited, 401, 4th Floor,
Lake Shore Towers, Raj Bhavan Road, Somajiguda
Hyderabad 500082 Telangana
(Working hours: Mon-Fri, 10:30 am to 6:00 pm)

Other Information

1. In case of permanent disconnection, your security deposit will be refunded within 60 days of disconnection, failing which you shall be paid interest @ 10% p.a, following adjustment of dues.
2. Restoration of mobility services will be done after payment realization only.
3. No cheque payment will be accepted against Enterprise wireless services.
4. TDS Certificate to be submitted within 30 days of filing statement of deduction of tax as per the provisions of Income-tax Act, 1961 read with Income-tax Rules, 1962. Non-adherence will lead to the reversal of the TDS amount posted, leading to service restriction in case outstanding is not cleared.

Signature Not Verified
Digitally signed by Reliance Jio Infocomm Limited
Date: 2025.06.04 15:21:34 IST
Reason: Digitally Signed
Location: Mumbai

Service Accounting Codes (SAC)

SAC Code : Services	SAC Code : Services
998412 : Fixed Line Charges	998431 : Digital VAS Charges
998413 : Mobile Charges	998432 : Online Music Charges
998419 : VAS Charges	998433 : Online Video Charges
998422 : Data Charges	998439 : Online Content Charges

6 Months Balance

Sr. No.	Document Number	Invoice Date	Charges (₹)	Adjustment (₹)	Amount paid (₹)	TDS Deducted (₹)	Balance Amount (₹)
1	534000270792	01-Dec-24	10,566.90	0.00	10,566.90	0.00	0.00
2	524500244118	01-Jan-25	10,566.90	0.00	10,566.90	0.00	0.00
3	525500238353	01-Feb-25	10,566.90	0.00	10,566.90	0.00	0.00
4	527000279049	01-Mar-25	10,566.90	0.00	10,566.90	0.00	0.00
5	526500265630	01-Apr-25	10,566.90	0.00	10,566.90	0.00	0.00
6	529500264209	01-May-25	10,566.90	0.00	10,566.90	0.00	0.00
Total			**63,401.40**	**0.00**	**63,401.40**	**0.00**	**0.00**

Payments Recieved

Sr. No.	Document Number	Payment Date	Transaction Mode	From Account	To Account	Amount (₹)
1	529500264209	08-May-25	UPI Payments			10,566.90
Total						**10,566.90**

Reach Us

Call **199** (from a Jio number) or **1800-88-99333** (from other networks) | Write to enterprisecare@jio.com | Manage your world of Jio with MyJio app | Visit www.jio.com

Taxes

Sr. No.	Description	Charges	CGST	SGST	Amount (₹)
1	This month charges	8,955.00	805.95	805.95	1,611.90

Summit Sales Llp

Document Number : 517500277907

Invoice Date : 03-JUN-2025

Periodic Charges & Usage

Sr. No.	Service Id	Periodic Charge Amount	Usage Amount	4G Data / WiFi	5G Data	Voice	Video	SMS	VAS
1	9281055270	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	9281055269	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	9281055268	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	9281055267	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	9281055266	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	9281055265	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	9281055264	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	9281055263	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	9281055262	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	9281055261	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	9281055260	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	9281055259	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	9281055258	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	9281055257	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	9281055256	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	9281055255	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	9281055254	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	9281055253	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	9281055252	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	9281055251	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	9281055250	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	9281055249	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	9281055248	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	9281055247	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	9281055246	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26	9281055245	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	9281055244	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28	9281055243	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	9281055242	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30	9281055241	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31	9281144749	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32	9281144751	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33	9281144752	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34	9281144753	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35	9281144754	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	9281144755	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37	9281144756	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
38	9281144757	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39	9281144758	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	9281144759	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41	9281144761	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42	9281144762	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	9281144763	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44	9281144764	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45	9281144765	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	**8,955.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

MPSVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 08/07/25

Paid to Raza & Co.	Rs.	Ps.
towards Purchasing of Rubber Stamp	750	00
Bill no:- 4686		
Rupees Seven Hundred fifty only		
Paid by Cheque / Cash✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	750	00

APPROVED BY
09 JUL 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by — Approved by — Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date 03/07/25

Paid to	Rs.	Ps.
towards	750	00
Rupees Seven hundred fifty only		
	750	00

Paid by Cash/Cheque — Cheque No ____ Dated ____ Drawn on Bank ____

Prepared by

APPROVED BY
03 JUL 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

CASH MEMO

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.
Ph : 27704625, Cell : 9032008269, SMS/Whts App : 9032008263
E-mail : rajastamps@hotmail.com

M/s. MP SVC

No. 4686 Date: 08/07/25

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Rubber Stamp	750	00
	TOTAL	750	00

APPROVED BY
A.SAMBASIVA RAO
AGM-ACCOUNTS
08 JUN 2025

CHECKED
SECURITY/SUP.
Dt: 8/7/25

As per Specimen Attached

For RAJA & CO.

APPROVED BY

08 JUN 2025

A.SAMBASIVA RAO
AGM-ACCOUNTS

CHECKED

SECURITY/SUP.

Dt.